

7 January 1975

MEMORANDUM FOR: Director of Joint Computer Support

SUBJECT : Computer Contingency Planning

REFERENCES : (a) DD/A Memorandum (DD/A 74-4613)  
dtd 27 Nov 74, same subject  
(b) DD/A Memorandum (DD/A 74-4835)  
dtd 10 Dec 74, same subject

1. As requested, all OMS projects that use Headquarters computer facilities have been reviewed with reference to criticality to the Agency's mission. We can report that the operating programs and data files for all but one of the OMS projects have backup files in archives which are updated circa monthly (for the one exception, it is planned to provide archive backup in the very near future). This, along with established procedures to protect interim data between backup dates, would permit OMS to re-establish its projects in their entirety at the time OJCS would reinstitute service following total destruction of its Headquarters computing facilities.

2. The Project PSTAT (Number 21040) is regarded as critical and, therefore, OMS requests OJCS include the capability to support this activity in its backup plans. The specific details requested for OJCS planning purposes are outlined in the attachment.

3. At this time the remaining OMS projects could tolerate a period of two to three weeks before OJCS restored its routine service capability. This would not be without inconvenience to the OMS staff but OMS could carry out its minimally essential activities manually

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for the stated period. As some current OMS developmental projects are completed and the OMS staff becomes more dependent on them, OMS needs for backup support of the type OJCS is planning will probably increase. OMS requirements in this respect are likely, therefore, to become more extensive in the future.

STATINTL



Medical Systems Development Officer  
Office of Medical Services

Attachment

cc: Chief, DDA Plans Staff  
C/PSS/OMS

OMS/MSDO: [redacted]:clp

Distribution:

- Orig & 1 - Addressee
- 1 each - as above (cc.)
- 2 - D/MS Files
- 1 - MSDO Files

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Next 1 Page(s) In Document Exempt

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DD/A 74-4835

10 DEC 1974

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Joint Computer Support  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

SUBJECT : Computer Contingency Planning

REFERENCE : Memo dtd 27 Nov 74 to Multiple  
Addressee fr DD/A, same subject  
(DD/A 74-4613)

1. In order to include this Directorate's requirements in the OJCS Computer Contingency Plan, each Office is requested to identify its computer program systems that are critical to the mission of the Agency and to fill out the attached form for each such system. It is recognized that assistance from the OJCS contact for the systems selected will be needed in order to complete the forms.

2. A copy of the referent memorandum is attached. In light of the delay and amount of coordination required, the due date for submission is extended to 27 December 1974. Replies should be sent directly to OJCS with an information copy of the covering memorandum to the DDA/Plans Staff.

STATINTL

[Redacted Signature Box]

Chief, DD/A Plans Staff

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Att

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science & Technology  
Deputy to the DCI for the Intelligence  
Community  
Deputy to the DCI for National Intelligence  
Officers  
General Counsel  
Legislative Counsel  
Inspector General  
Comptroller

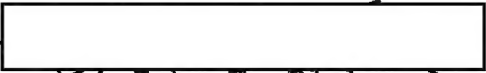
SUBJECT : Computer Contingency Planning

1. The Director of Joint Computer Support has undertaken the development of a disaster contingency plan for the computer centers within the Headquarters Building. This planning effort is based on the condition that the computer facilities would be inoperable for an indeterminate period of time and would include the possible destruction of files located in the centers.

2. Preliminary to developing a systematic disaster plan, identification of those computer program systems that are critical to the mission of the Agency must be made. To establish the minimum computer power and configuration required, key characteristics of the programming systems must be known. This system documentation would include incidence of computer runs required, computer job processing resources, and input/output file characteristics.

3. To derive this basic information for the backup plan, you are asked to inventory all projects within your organization critical to the Agency's mission that use the Headquarters computer facilities. Please fill out the attached form for each critical system and return to the Director of Joint Computer Support by 5 December 1974.

STATINTL

  
John F. Blake  
Deputy Director  
for  
Administration

Attachment: Project Form

cc: AO/DCI  
DDA ADP Control Officer

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